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ABSTRACT

This document lists the essential library, research, and reference skills to be mastered at each grade level from K to 12 in the Kentucky schools. This list was prepared in response to state legislation calling for the teaching and testing of essential skills in reading, writing, spelling, mathematics, and library, research, and reference skills in every grade. The skills are listed at the grade level at which they will be mastered and at which they will first be tested. Once tested, the skills will be subject to retesting at subsequent grade levels in order to check for maintenance and expansion. Either the classroom teacher or the librarian may introduce all or some of the library related skills, and both together should plan instruction for these skills. Local district representatives and state education department consultants who assisted in the preparation of the document are listed. (EW)

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ESSENTIAL SKILLS

Library
Research
Reference

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Kentucky Department of Education
Alice McDonald, Superintendent of Public Instruction
November, 1984

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FOREWORD

The 1984 Kentucky General Assembly enacted legislation calling for the teaching and testing of essential skills in reading, writing, spelling, mathematics and library/research/reference in every grade in Kentucky schools. Educators from throughout the state worked together to prepare the lists of skills considered essential for pupils to progress to the next higher level of achievement.

It must be emphasized that the essential skills listed in this manual do not replace the curriculum in any school district. Rather, each curriculum should include these skills as well as those additional skills considered necessary for the development of an educated individual.

Student mastery of the essential skills in reading and mathematics will be tested in the spring of 1985 and every year thereafter. The essential skills in writing, spelling and library/research/reference will be tested in the spring of 1986 and every year thereafter.

On behalf of the Department of Education, I wish to thank all those educators who gave their time and talent to this very important task. Their dedication was an inspiration to us, and their work has made a significant contribution to Kentucky.

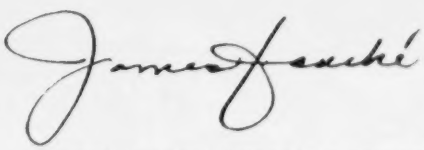
Alice McDonald
Superintendent of Public Instruction

ACKNOWLEDGMENT

On behalf of the Office of Instruction, I want to express our appreciation to those who have contributed to the development of this document. The staff of the Division of Program Development provided excellent guidance in the development of the lists of essential skills. The Office of Research and Planning provided assistance in the area of general skills assessment.

The contributions and recommendations from the many educators and lay citizens who reviewed the lists of skills as a part of the state-wide review process were invaluable. Their involvement assures that these essential skills form an appropriate academic foundation which will serve us well as we move toward excellence.

The specific individuals who aided in the development of this list of essential skills are named at the end of the document. It is to them that we owe special thanks.



James Fouche', Associate Superintendent
Office of Instruction

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

PREFACE

Library/research/reference skills are those skills that involve the location, evaluation, and utilization of all sources of information which permeate all subject areas. The skills selected for this list should be considered the essential skills that average students should master. The skills are listed at the grade level at which they are to be mastered and at which they will be first tested. Once tested, the skills will be subject to retesting at subsequent grade levels in order to check for maintenance and expansion.

It is generally necessary to introduce skills at lower grade levels in order to achieve mastery at the level indicated. This list does not constitute a total curriculum, and additional skills would be included in a skills continuum.

Dictionary and map skills are included in this list and shall be taught by the *language arts and social studies teachers* respectively. Librarians should reinforce these skills through the use of library resources to ensure that all students have opportunities to apply these skills.

Either the classroom teacher or the librarian may introduce all or some of the library-related skills. Together, teachers and librarians should plan instruction for library-related skills. It is most important that teachers reinforce these skills by assigning tasks that require student use of the library-media center.

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

KINDERGARTEN

The student will:

L00001 Identify ways to handle and care for materials (e.g., protect materials from weather and pets, keep materials clean).

L00002 Recognize what materials are found in a library (e.g., books, records, magazines).

L00003 Identify the parts of a book (e.g., cover, pages).

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

GRADE 1

The student will:

L.01001 Recognize that picture books are arranged on the shelves in alphabetical order.

L.01002 Identify a globe as a model of the earth.

L.01003 Identify a map as a picture of the earth.

L.01004 Distinguish between land and water masses on a colored globe or map.

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

GRADE 2

The student will:

L02001 Define (Identify the definition of) the word "title" as the name of a book.

L02002 Define (Identify the definition of) the word "author" as the person who writes a book.

L02003 Define (Identify the definition of) the word "illustrations" as drawings in a book.

L02004 Define (Identify the definition of) the word "illustrator" as the person who draws the pictures in a book.

L02005 Place words in correct alphabetical order by the first letter.

L02006 Recognize that picture books are arranged on the shelf by alphabetical order according to the author.

L02007 Identify a record player and records.

L02008 Identify an audio cassette recorder and audiocassettes.

L02009 Identify a filmstrip projector and filmstrips.

L02010 Identify north, south, east and west on a map.

Note: *Verbs in parentheses indicate the approach which will be used for testing purposes.*

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

GRADE 3

The student will:

L03001 Place words in correct alphabetical order by the second letter.

L03002 Distinguish between the definitions of fiction and nonfiction materials.

L03003 Recognize that titles of fiction are arranged alphabetically by the author's last name.

L03004 Recognize that filmstrips, cassettes, and records are types of audiovisual or nonprint materials.

L03005 Identify a computer and computer program (disk and/or cassette).

L03006 Recognize that magazines and newspapers provide current information.

L03007 Define (Identify the definition of) the term "card catalog" as an index to materials in the library.

L03008 Recognize that the card catalog is arranged in alphabetical order.

L03009 Identify the location of the title page and the table of contents in a book.

L03010 Use the title page of a book to identify the author, title and illustrator.

L03011 Use the table of contents in a book to find a specific chapter.

L03012 Recognize the purposes of a dictionary.

L03013 Recognize that words in the dictionary are arranged alphabetically.

L03014 Use a map to recognize continents and oceans.

L03015 Use a globe to recognize continents and oceans.

Note: *Verbs in parentheses indicate the approach which will be used for testing purposes.*

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

GRADE 4

The student will:

L04001 Define (Identify the definition of) the word "biography" as a book about a person's life.

L04002 Recognize that biographies are arranged alphabetically according to the biographee's last name.

L04003 Place words in correct alphabetical order by the third letter.

L04004 Recognize the purpose and location of a glossary in a book.

L04005 Identify dictionaries, encyclopedias, and atlases as reference books.

L04006 Recognize the purposes of an encyclopedia.

L04007 Recognize that information is arranged alphabetically in an encyclopedia.

L04008 Identify the correct volume of an encyclopedia to find a specific topic.

L04009 Use a person's last name to locate him/her in the card catalog and encyclopedia.

L04010 Determine whether a book is fiction or nonfiction by its call number.

L04011 Recognize the call number on a catalog card entry.

L04012 Locate a book on the shelf after finding its call number in the card catalog. *

L04013 Recognize the title on a catalog card entry.

L04014 Recognize that the words *a, an, the* at the beginning of a title are ignored when using a card catalog.

L04015 Recognize the name of the author on a catalog card entry.

L04016 Use guide words in a dictionary to locate words.

L04017 Use a dictionary to determine the definition of a word.

* Required but not part of multiple-choice format

LIBRARY/RESEARCH/REFERENCE
Grade 4, continued

The student will:

The student will:

L04018 Use a dictionary to determine the correct spelling of a word.

L04019 Use a dictionary to determine the capitalization of a word.

L04020 Use a map to differentiate among cities, states, and countries.

L04021 Use a globe to locate places.

L04022 Recognize map features (e.g., rivers, mountains) by using a simple legend or key.

Note: *Verbs in parentheses indicate the approach which will be used for testing purposes.*

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

GRADE 5

The student will:

L05001 Use the title page to identify the publisher and copyright date.

L05002 Identify the purpose and arrangement of an index.

L05003 Use an index of a book to find a topic.

L05004 Use guide words in an encyclopedia to locate articles.

L05005 Use the encyclopedia index to find information in encyclopedias.

L05006 Distinguish between the author, title and subject on catalog card entries.

L05007 Recognize that nonfiction books are arranged according to subject using a decimal numbering system.

L05008 Use a dictionary to determine the pronunciation and syllabication of a word.

L05009 Identify major lines and circles (Equator, Arctic and Antarctic Circles, Tropics, and Prime Meridian) on a map or globe.

L05010 Recognize lines of longitude and latitude on a map or globe.

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

GRADE 6

The student will:

L.06001 Locate the publisher, copyright date and illustrator on a catalog card entry.

L.06002 Define the purpose of a copyright.

L.06003 Use alphabetical outside and inside drawer guides in a card catalog to find a subject, author, and title of a book.

L.06004 Determine the number sequence of nonfiction books to the second decimal place by using the Dewey Decimal System.

L.06005 Use a dictionary to determine a word's part of speech.

L.06006 Use an atlas index and coordinates to locate a city on a map.

L.06007 Differentiate between a political and a physical map.

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

GRADE 7

The student will:

L07001 Identify types of research sources (e.g., books, audiovisual materials, magazines, vertical files, and interviews).

L07002 Use cross references ("see" and "see also") in an encyclopedia to find information.

L07003 Use cross references ("see" and "see also") in the card catalog.

L07004 Use a map of temperatures, vegetation, rainfall, or other specialized subject to obtain information.

L07005 Measure distances (Use a distance scale) on a map.

L07006 Use charts and graphs to obtain information.

Note:Verbs in parentheses indicate the approach which will be used for testing purposes.

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

GRADE 8

The student will:

L08001 Identify indexes, handbooks, almanacs, and specialized dictionaries as reference books.

L08002 Take notes from reference sources. *

L08003 Recognize the types of information that are found in almanacs (e.g., statistical information, historical documents, maps, astronomical information).

* Required but not part of multiple-choice format

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

GRADE 9

The student will:

L09001 Define (Identify the definition of) the word "periodicals" as publications published at regular periods such as magazines and newspapers.

L09002 Define (Identify the definition of) the word "bibliography" as a list of writings relating to a particular subject or author.

L09003 Identify items (author, title, place of publication, publisher, copyright date, pages) that are included in a bibliographic entry.

L09004 Recognize that specialized dictionaries and encyclopedias focus on a narrower range of subject matter and include more specific detail than do general reference sources.

L09005 Define (Identify the definition of) the word "plagiarism."

L09006 Recognize the uses of the computer in organizing and retrieving information (e.g., tabulating, alphabetizing, word-processing, graphics).

Note: *Verbs in parentheses indicate the approach which will be used for testing purposes.*

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

GRADE 10

The student will:

L10001 Identify the information (title of article, magazine, and date of magazine, volume, page numbers) in a magazine index entry (e.g., Reader's Guide).

L10002 Select the most appropriate research sources (e.g., newspapers, magazines, audiovisual materials, reference books, and interviews) for a specific topic.

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

GRADE 11

The student will:

L11001 Recognize criteria used to evaluate research sources such as copyright date, format, and authority.

L11002 Distinguish between fact and opinion in media (television, radio, newspapers, magazines, and books).

ESSENTIAL SKILLS
LIBRARY/RESEARCH/REFERENCE

GRADE 12

The student will:

L12001 Identify reference sources (e.g., *Current Biography, Occupational Handbook*) for specified subjects.

L12002 Use specialized reference sources for locating information.

L12003 Evaluate material for accuracy and appropriateness.

CONSULTANTS

Local District Representatives

Barbara L. Amburgey, Librarian
Montgomery County Schools
Montgomery County High School
724 Woodford Drive
Mt. Sterling, Kentucky 40353

Margaret P. Berry
Instructional Supervisor
Christian County Board of Education
Box 609, Glass Avenue
Hopkinsville, Kentucky 42240

Rebecca T. Bingham, Director
Library Media Services
Jefferson County Schools
4409 Preston Highway
Louisville, Kentucky 40213

Kathy Bowling, Librarian
Anchorage Independent Schools
Anchorage Elementary School
P.O. Box 23267
Anchorage, Kentucky 40223

Teresa L. Buckner, Librarian
Hopkins County Schools
Browning Springs Middle School
West Arch Street
Madisonville, Kentucky 42431

Janice K. Doan, Librarian
Ft. Thomas Independent Schools
Ruth Moyer Elementary School
219 Highland Avenue
Fort Thomas, Kentucky 41075

Joan Greenwell, Librarian
Hardin County Schools
West Hardin High School
Stephensburg, Kentucky 42781

Rosemary Hamblin, Teacher
Danville Independent Schools
Jennie Rogers Elementary School
East Main Street
Danville, Kentucky 40422

Alyce J. Hicks, Librarian
Daviess County Schools
Daviess County Middle School
1415 East Fourth Street
Owensboro, Kentucky 42301

Judy M. Johnson, Librarian
Warren County Schools
Warren County Elementary School
Loop Drive
Bowling Green, Kentucky 42101

Susan Mayo, Teacher
Shelby County Schools
North Side Elementary School
821 College Street
Shelbyville, Kentucky 40065

Wilma B. Oliverio, Librarian
Boyle County Schools
Boyle County Elementary School
Route One
Danville, Kentucky 40422

Mary Lou Roark, Librarian
Christian County Schools
Belmont Elementary School
814 Belmont Street
Hopkinsville, Kentucky 42240

Charlyn L. Roberts, Librarian
Bullitt County Schools
Bullitt Central High School
P.O. Box 5
Shepherdsville, Kentucky 40150

Jean S. Tupman, Librarian
Oldham County Schools
South Oldham Middle School
Box 451
Crestwood, Kentucky 40015

State Department of Education Staff

Jacqueline M. Cantrell, Director
Unit for Evaluation

Joe Clark, Director
Unit for Language Arts

Lynn Fluegge, Director
Unit for Research

Judy Cooper, Consultant
Unit for Language Arts

Scott Trimble, Director
Unit for Testing

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